

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, JUNE 5, 2023
6:00P.M.**

1. OPENING

1.1 Call to Order

Council President McCarthy called the meeting to order at 6:02p.m.

1.2 Roll Call

Present: Councilmember Donovan Bilbro, Councilmember Monica Higgs, Councilmember Hope Love, Council President Shireka McCarthy, Mayor Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Kizzie Scott, Councilmember James Wright

Staff: Beverly Barber, Human Resources Manager, Michael Barber, Interim Foreman, Demetrious Harris, Chief, LaShaya Johnson, Staff Assistant, Dashaun Lanham, City Clerk, Betty Logan, Chief Financial Officer, Myneca Ojo, City Manager, Kyrthlyn Rhoda, Grants Manager, and Pearl Umoh, Public Engagement Manager

1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Higgs.

1.4. Approval of Agenda

Motion to approve the agenda.

Motion by Hope Love, second by Gerald Raynor Sr.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Kizzie Scott, Shireka McCarthy, James Wright Jr., Donovan Bilbro

2. PRESENTATIONS

2.1. Tia Patterson, Regional Manager of M-NCPPC

- Ms. Patterson, Regional Manager stated that she has been the regional manager for over year and Ms. Gill is the Seat Pleasant Activity Center Director.
- Ms. Gill stated that she has been at the Seat Pleasant Activity Center for four years.

- Ms. Patterson stated that she wanted to introduce herself to be involved in the centers and the community.
- Ms. Patterson stated that she supervises the three community centers in Cedar Heights, Seat Pleasant, and Pepper Mill Community Centers, and she can be involved with any activities in the area.
- Ms. Gill stated that she wanted to introduce herself by saying that they are not just using the building but are engaging with the children.
- Councilmember Raynor inquired if Ms. Patterson was the person to contact regarding the Franklin Board Swimming pools.
- Ms. Patterson stated that she can be contacted, and she can direct you to the proper person.
- Mayor Porter inquired if the city could receive a calendar of activities from the Activity Center, and if it will help with the community services, and if it can be included in the newsletter for the community.
- Ms. Patterson stated that she can provide the calendar as far as three months in advance.
- Mayor Porter stated that it would assist the city in being involved and engaged with it as will assisting with the calendar for the city.
- Council President McCarthy stated that there is one person that makes contacts to the center to make arrangements for the council and she would like to receive the protocol in writing. This will allow the council to have this in writing and to conduct things in decency and in order.
- Council President McCarthy requested for the protocol for usage to be sent to the City Manager and City Clerk.
- Mayor Porter stated that there were letters that Maryland National Capital Park and Planning provided activities for the area.
- Ms. Patterson stated that they will have day camp at Pepper Mill Community Center. They are having Summer Playgrounds at Carmody Hills and Judith P. Hoyer Elementary School, which is \$100 for six weeks from 9:00am-3:00pm Monday-Friday.
- Ms. Patterson stated that if the resident has a current independence card and letter that will pay \$10.
- Council President McCarthy inquired if there is a booklet with the summer camps.
- Ms. Patterson stated that they have both the playgrounds and Summer Camp books are the activity center. They could not get the programs in certain schools for the summer.

- Ms. Gill inquired if the city had an e-mail blast such as the Police department.
- Council President McCarthy stated that the information that is shared in the e-mail is for Seat Pleasant. We have a newsletter, and we share the information on websites and social media to our residents.
- Ms. Patterson stated that they offer discounted rates for residents that receive assistance from the state along with the letter from the state, they will reduce the registration rate for the Summer Camp.
- Ms. Patterson stated some of the schools are being renovated and they could not have the program in certain schools.
- Councilmember Higgs stated that the Police Department and Town Hall are one, and the information should be shared with the police department and the city. The information that the police department is sharing should be shared on the city social media pages as well.
- Councilmember Higgs inquired of the web portal as the information goes fast. She wanted to know if the residents and non-residents, and she wanted to know if residents of the city receive priority.
- Ms. Patterson stated that some of the residents may have priority for the first few days.
- Ms. Gill stated that the activities that occur at the Activity Center are not on the website, and they are just offered at the center and advertised on the marquee.
- Councilmember Higgs stated that when she tried to sign-up on March 15, 2023, the spaces were filled.
- Ms. Patterson stated that the specialties camps fill up fast for swimming and cooking, and it is offered to the county.
- Council President McCarthy stated that she hopes that we can get an e-mail exchange for the information.
- Ms. Patterson stated that she will begin sending the flyers for the event.
- Ms. Gill stated that the next event is the safe summers.

2.2 William Skibinski, Project Manager, Central Avenue Blue Line Sector Plan

- Mr. Skibinski, Project Manager stated that they would like to ask some questions about Stakeholder interviews, and they have five questions.
- Mr. Skibinski stated that the plan was initially initiated on May 30, 2023, and the Planning phase had begun. They are meeting with the Town of Capitol Heights and Seat Pleasant.

- **1. What are some of the top issues in your portion of the sector plan area? Which is your #1 issue to address?**
- Mayor Porter stated that the city had put together a Master Plan for what we want to see in our area. What is lacking and concerns are the lack of healthy food options, eating, buying clothes, food, and entertainment. We border the Washington DC corridor, and the tourism, basketball and football are in proximity, and we are the major gateway into the area, and going towards Baltimore, and Virginia.
- Mr. Skibinski stated that the mayor echoed a lot of what they heard in the past few months with the healthy food options, transportation and increase of activities in the area.
- Council President McCarthy stated that the city has a need for healthy food options in the form of grocery store, sit down and take-out restaurant, retail space, speeding along the Blue Line Corridor, and that has been a major issue, and the Police department is working on that, but safety is an issue.
- Mr. Skibinski stated that they had discussed a road diet on Central Avenue to mitigate the safety and speeding concerns.
- **2. What do you think will play the biggest role in the area's transformation and why?**
- Councilmember Wright stated that we need citizen in-put in the project, and without the citizen in-put. If we do not have the citizen in-put the status quo will not change, and the revenue will be directed to Downtown Largo. It is important that the citizens of Seat Pleasant are involved, or the city will be left behind.
- **3. What are your top three priorities for the sector plan area?**
- Mayor Porter stated that affordable housing and the younger people are being priced out of the area. Up to Date housing, which means Smart Housing.
- Ms. Rhoda stated that some of us were on the walking tour there are three locations that will bring affordable housing units being developed, one for seniors, and mixed use. The housing issues are really going to be impacted, and the Mayor and Councilmember is Wright the big things will be at the other end. They will have the mix use portion of the development to shop, and it may be addressed.
- Mr. Skibinski stated that affordable housing is in the sector plan, and they are looking for areas for more transit-oriented development/mixed-use.
- Ms. Rhoda stated that they are in an area across from the Addison Subway and down off Old Central Avenue.

- Mr. Skibinski stated that they have section largo town center out of the section plan, and this plan is more focused on the corridor to look at ways to compliment what is going on in Largo Town center. They are focused on the three-metro station, fed-ex field in the areas of Seat Pleasant and Capitol Heights.
- Mayor Porter stated that people are more focused on areas where there are happening for tourism, and we need to brand the area to offer things that will attract individuals that will have impact of tourism. We are looking to put this in the arrangement to brand the area.
- Mr. Skibinski stated that they will be getting out in the community and in-person meeting to obtain as much feedback as possible from the municipality and local areas.
- Council President McCarthy stated that the city's master plan but workforce opportunities to bring jobs to the area for the residents and neighbors.
- Ms. Rhoda stated that it is important to have the workforce aspects, and the unemployment is not high, but it is there and if we can offer job workforce development, job skills training such as the Training Center will make people come to Seat Pleasant to obtain training. We need to introduce another facility for GED or other training.
- **4. What do you think about the possible impacts (e.g., gentrification and displacement) of transit-oriented/mixed-use development on the area's established neighborhood?**
- Councilmember Wright stated that the overt plan is to gentrify areas that are closed to transportation, and what has happened is that the citizens need to be involved in the process or have in-put. This is a tool for gentrification, and the elected officials need to be intentional about not allowing the area to be regentrified.
- Council President McCarthy stated that gentrification comes in many forms, and she hopes there are measures put in place to avoid displacement of our residents. The municipalities can fight for the residents. She is very concerned with regentrification, and this is what happens after development occurs.
- Councilmember Higgs stated that with the changes coming about regentrification has begun, and there is a lack of education on homeownership. We have had residents that were renting for years, and the community has changed quite a bit to become more diverse. We need to educate the community, and Seat Pleasant has changed from what it was known to be. We need the residents to be more involved. We have a lack of participation, and what can the city do to get residents to come to the

meeting. So that they can be aware of what is going on, as they attended the meeting in Peppermill and not very many Seat Pleasant residents were in attendance. We have a lot of tobacco stores for the black and brown community. This is what will be subject to for lack of participation.

- Council President McCarthy stated that we can have presentation done in the city to allow the residents to see what is going on.
- Mr. Skibinski stated that they will be rolling out the public participation program in July, and they want community contacts. Please send the information to him or Ms. Perry. They will be participating in events in the area.
- Ms. Ojo inquired if the connection was with the county or the state organization.
- Mr. Skibinski stated that he is with Maryland National Capital Park and Planning which is with the County.
- Ms. Ojo inquired if the plan with the blue line corridor to come into the area will bring restaurants.
- Mr. Skibinski stated that there is a Sub-region IV plan, and the plan that they are working on will be a two-year process, the Central Avenue Blue/silver Line Sector Plan and they will be completing a sector plan amendment.
- Ms. Ojo stated that the industry that you are trying to bring will not be connected to this industry.
- Mr. Skibinski stated that the plan is guided in the way to help facilitate the process but not with a particular brand name. They must build into a sector plan based upon what the area is primed for.
- **5. How do you envision equity for the plan area? How do you see yourselves involved?**
- Council President McCarthy stated that we spoke to the involvement with citizen engagement, and planning meetings.
- Ms. Rhoda stated that we need to involve the Hispanic community more and the city has 777 Spanish residents in accordance with the census.
- Mr. Skibinski stated that they will have an interpreter involved to assist with the engagement of the Spanish speaking residents. This will be a big part of the community engagement piece.
- Council President McCarthy stated that the complete presentation is in BoardDocs, and we do plan on having you come to the city for a presentation to involve the citizens.

3. REPORTS

3.1 Mayor's Report

- Mayor Porter stated that his report can be found in Board Docs, and it details the meeting he attended in the month of May.
- Mayor Porter stated that he did not have any conferences for the month of May or recommend any legislation.
- Mayor Porter stated that he had a beautician event on May 6, 2023.
- Mayor Porter stated that he attended the Swearing-In Ceremony for Councilmember Bilbro.
- Mayor Porter stated that he presented a proclamation to Apostle Steadman.
- Mayor Porter stated that Councilmember Franklin will be having a 1000 Fathers rally for peace on Sunday, June 11, 2023. They would like you to reserve but want you to participate. We are having issues, and this is the way to address them.

3.2 City Manager Report

- Ms. Ojo stated that she is pleased to provide the monthly report for May.
- Ms. Ojo stated that she is focused on a more proactive form of government with streamlining the technology and growing the finances.
- Ms. Ojo stated that they are looking to review the Standard Operating Procedures.
- Ms. Ojo stated that the departmental reports are in BoardDocs.
- Ms. Ojo stated that she is pleased to announce that we have a Chief Financial Officer, Betty Logan, who is on the line today. She came to hitting the ground running with recommendation, and the level of expertise to run a good finance office. We are all being held accountable for procurement practices. We have thrown all our resources into assisting the department, and she wanted to thank Chief Harris for allowing his staff to assist, and Ms. Rhoda for assisting as well. This is all hands-on deck, and we will all be assisting with the audit.
- Ms. Ojo stated that we typically conduct an annual review, but she will be meeting with the staff on June 14, 2023, to express the expectation as we move forward.

3.3. Departmental Reports

HUMAN RESOURCES:

- Ms. Barber stated that the Human Resources department had a busy month working on the SOP, a few minor hires, meeting with LGIT and Leadership meeting, Broker for Benefits, Termination of Benefits, Child Support garnishments.

FINANCE:

- Ms. Logan stated that the Finance department is going through a restructuring process. This will ensure that they are able to manage, and internal controls and policies and procedures are in place.
- Ms. Logan stated that she had completed an assessment of the department in the two weeks.
- Ms. Logan stated that the audit is the priority, and they are continuing to work on the trial balances and bank reconciliation. They are working on the bank statements to ensure that the balance reported for the funding is actual there.
- Ms. Logan stated that she meets weekly with the auditors to ensure that the audit can be completed by June 30, 2023. They are reviewing the documentation for SPICE, which has been mentioned to Councilmember Love.

PUBLIC SAFETY:

- Chief Harris stated that the department had a very busy month when it came to engagement.
- Chief Harris stated that there was fatality in the apartment community that is still being investigated. This was due to an argument that started from the tobacco shop, and it was legally owned, licensed firearms with self-defense, and there will be no charges.
- Chief Harris stated that he had seen a lot of children under the age of twelve outside after 9:00pm. He will be encouraging them to participate in the safe summers program at the Activity Center. They will be working with the parents to encourage the county curfew hours and activities for the summer. He will be working with Ms. Umoh on this matter.
- Chief Harris stated that the Ward IV Community walk reported that the events are held in Goodwin Park, and it was requested that the events are spread out throughout the community.
- Chief Harris stated that the bikes had driven through Seat Pleasant, and the Police Department Cookout, and he appreciates everyone for coming out.
- Chief Harris stated that the city will be the host for the strategy of the meeting with the States Attorney.
- Ms. Umoh stated that the more engagements for the youth, we can have a youth Friday night where a movie can be played. The summertime is idle time, and the risks are high.
- Council President McCarthy stated that we can educate the community and we can use the social media with one pager regarding the ATV being ridden on the sidewalks or the streets. We are aware of the legalization of marijuana

on July 1, 2023. We need to put information out as a one pager as to what is legal. We need to ensure that we are engaging the business communities by informing them or the loitering policies are. We know that the police department is involved with a lot of things, but we need to ensure that you do not forget what your first purpose is.

- Chief Harris stated that was mentioned before he just wrote in his notes. They had a meeting with the States Attorney regarding marijuana legalization, and though it is legal, possession is not legal. This will have an impact on the K-9's.
- Council President McCarthy stated that they have funded available for training of the K-9, and they go after the funding to replace the current dogs. The dogs are trained to sniff marijuana and they will need to be retired.
- Ms. Rhoda stated that it was mentioned to put signs up for no smoking.
- Chief Harris stated that he will be speaking with Mr. Barber, as he does not want to infringe on someone's legal rights to engage.
- Ms. Rhoda stated that there will be a lot of people in front of businesses smoking, which is now legal.
- Council President McCarthy stated that it is not necessarily true, and the committees need to meet to recommend legislation.
- Chief Harris stated he is willing to work with the committees on the Ordinance, as they will be deploying officers in the park, as they will be in the park smoking.
- Ms. Umoh stated that they are working on park rules, and they need to include no smoking, and security in the park.
- Council President McCarthy stated that the Public Safety Committee can meet to discuss legislation to address the changing laws on July 1, 2023.

ECONOMIC/GRANTS

- Ms. Rhoda stated that the report is in BoardDocs, and wanted to know if there are any questions.
- Council President McCarthy stated that she knows the final report was due and wanted to know when the ARP funding requirements to be spent.
- Ms. Rhoda stated that the funding needs to be obligated by December 31, 2025, and spent by December 31, 2026.
- Ms. Rhoda stated that the Neighborhood Design Center had put together the findings for the Charrettes which is attached to her report, and they would like to present to the council for the Public Session.
- Ms. Rhoda stated that they are continuing to work with NDC, and the small grant completed phase I, and Phase II determine the professional services that will be required for engineering, landscaping, etc. They have reviewed

increasing the size of the shelter that will have lights, and it will be another focal point.

- Ms. Rhoda stated that she did not know that it was a 911 memorial in the park, and including seating, and the final phase will be the construction of the Cultural HUB, and we will be searching for funding.
- Ms. Rhoda stated that the Economic Development Cooperation attended Councilmember Higgs event, and they engaged with Ms. Alston from Alstntec, and they invited to attend, and she is looking forward to getting involved.
- Council President McCarthy stated that over the months the reporting of the expenditures had changed, and she would like to know the remaining funding of the ARP, and three things listed are the only monies spent for the month of May.
- Ms. Rhoda stated that there is correct on the three items for the month of May.
- Ms. Rhoda stated that the city has \$194,197.17 that does not include city council balances, and additional money left in residential expenses, it is \$294.17. We had some large expenditures that was spent for the residential expenditures.
- Councilmember Bilbro inquired of the plans for the remaining money to be obligated.
- Ms. Rhoda stated that there is not a formal plan, but it will depend on what the council want to do with their monies. She had received a telephone call from residents from Ward II that needs assistance for electrical services of \$1200, which has been disconnected. The residents have not been denied or approved for the funding.
- Ms. Rhoda stated that the council could sponsor a child for the summer camp with their funding of \$10, as a suggestion that will be outside of the city boundaries. These are my suggestions.
- Councilmember Higgs inquired of the list of residents that had received assistance from the city for the mortgages, rent, utilities, renovations. She has a resident from Ward I that was turned down for assistance in 2020. She would like to know if the council could receive the list.
- Ms. Rhoda stated that there were about six residents that were denied because the request was beyond the agreement with the city, resident, and the contractor.
- Council President McCarthy stated that since the audits are not completed, can the city ensure that any grants that are applied for that requires the audit.

- Ms. Rhoda stated that she has not applied for the grants that require the audit such as CDBG, which does require the audit and the city was denied the last two years due to the status of the audit. They were able to use the trial balance in the past for certain grants.

CITY CLERK:

- Ms. Lanham stated that the report can be found in BoardDocs.
- Ms. Lanham stated that the City Council had six meetings, one committee meeting, and a business meeting in the month of May for Ward I.
- Ms. Lanham stated that there were three pieces of legislation and one Emergency Ordinance prepared in the month of May.
- Ms. Lanham stated that she attended the International Institute of Municipal Clerks training in Minneapolis in the month of May 13-17, 2023.
- Ms. Lanham stated that she achieved her Master Municipal Clerk Certification in the month of May.
- Ms. Lanham stated that we received two Public Information Act Request in the month of May and the request were fulfilled.
- Ms. Lanham stated that she mailed seven invoices for Business Personal Property Taxes in the amount of \$41, 612.40, and received \$28,638.47, and the Fiscal Year \$1,054, 850.
- Ms. Lanham stated that the Ward V Vacancy was filled in the month of May by Councilmember Bilbro.
- Ms. Lanham stated that the eleven Charter Amendment Resolutions are being updated by General Code and the revised City Charter is expected to be received in the next Fiscal Year.
- Ms. Ojo stated that she wanted to say congratulations to Ms. Lanham for completion of the Master Certification and one of fourteen to receive the designations, and one of three in the entire county.
- Council President McCarthy inquired if this is the time of year that revenue is slow.
- Ms. Lanham stated that the taxes typically come in around October, and another portion between January-March. The Business Personal Property Taxes invoices are mailed monthly, and we receive revenue from them monthly.

PUBLIC ENGAGEMENT:

- Ms. Umoh stated that the Big Belly Advertisement would be a great opportunity for local businesses to place ads in the Big Belly. This is a space that can be used to promote businesses in the city. The city could offer packages for the length of time, and it is an opportunity for the new

business to advertise. This is a way to generate a small amount of revenue for the city.

- Ms. Umoh stated that she would like to propose a table at events for small give-away. If the resident follows the city on social media, they can have one or two items.
- Ms. Umoh stated that she organized the Mayor Beatification Day on May 6, 2023. She visited the schools to get the younger people involved and allow them to obtain the community services hours. These are great opportunities to have the student volunteers come in to assist around the city, and this can be added to their resumes and college applications.
- Ms. Umoh stated that she attended the Ward I Business meeting, and she Ms. Rhoda was able to go visit the businesses, and with the façade program is a way to have the businesses engaged.
- Ms. Ojo stated that it was collaboration to provide the information on the façade program. The only way this will work is if the business gets engaged. Ms. Rhoda and Ms. Umoh will be reaching out to the businesses again.
- Council President McCarthy stated that the social media platform and the give-away is a great idea. She had requested some time ago for information to be included in Big Belly's it should information on the trash. The city used to be involved with the youth program and she encourages the senior staff to have a discussion. She is glad that you have ideas and encourages the advertisement for the big belly to be prepared and come before the council.

ENVIRONMENTAL JUSTICE:

- Mr. Barber stated that in the month of May the department has been very busy.
- Mr. Barber stated that they had reviewed seven large trees in Pleasant Valley and 71st. Repairs to the underground water mains and water meters.
- Mr. Barber stated that Waste Management had been very busy recycling trash and yard waste dumping one hundred and fifty tons.
- Mr. Barber stated that Public Works has been busy with mulching, memorial park, city hall, median strip, and trash and pick-up is completed daily. They had fallen behind on trimming due to the equipment.
- Councilmember Love stated that she feels that Mr. Barber is a great asset to Seat Pleasant, and although you are the acting Foreman, but you made certain that the swearing-in was great success, which shows teamwork.

- Ms. Rhoda stated that Mr. Kelliebrew received an award for Volunteer of the Year from the Neighborhood Design Center with the trees that the city has in the city.

Council Committee Reports

- Finance & Budget Committee-Councilmember Love stated that they met on May 17, 2023, with the focus on the FY2020 Audit, and the attendees were Councilmember Higgs, Councilmember Scott, Letitia Vaughn, Ms. Jonson, Ms. Logan, Ms. Lanham, Robert Diss, and Ms. Scarlett. Mr. Diss stated from the auditor's perspective nothing had been completed in the last month, as the contractor has just received access to the system and will be sending the trial balance on Thursday. They did not receive some items, and they need the trial balance, and they the documentation they had requested several months ago. The city needs to provide the documentation and an updated trial balance. The trial balance shows revenue, expenditures and was submitted with a negative. The city will be providing the information in two weeks. Councilmember Love stated that she had met with Ms. Logan, and they will have a follow-up meeting on June 21, 2023, and the projected date of the completion of the audit is June 30, 2023. Councilmember Love stated that she cannot express the importance of getting this audit completed. Ms. Logan stated they are providing information to the auditor to include the trial balances, and they continue to talk to the auditors, as they have been experiencing challenges with locating the documentation, and she has requested another alternative to provide the information such as the bank accounts to show the transaction. They are in the process of requesting confirmation from the bank. They will be submitting another trial balances and they have made many adjustments. Councilmember Love stated that Ms. Logan had explained the trial balances to her and that one of the columns should not exist and the information should match.
- Council President McCarthy reiterated that she would like for the Public Safety Committee to meet regarding the marijuana law changes, and the Human Services and Education Committee to meet to educate the community on what is healthy. She hopes that the committees can meet within the next thirty days.

4. CITIZEN COMMENTS

4.1. The city did not have any written comments.

- Ms. Lanham stated that the Audio-Visual Equipment is being installed in Council Chambers and the city will return to in-person meetings in July.

5. LEGISLATION

5.1 Ordinance O-23-08 Amendment of Fiscal Year 2022-2023 Budget for Police Department GOCCP Grant 1st Reading

- Chief Harris stated that the Governor Offices released funds this year for recruitment and retention grant for \$4,000-\$6,000 to allow for advertisement, bonuses, social medial engagements. The department received the award, and he was excited that they received the award so quickly.
- Ordinance O-23-08 Amendment of Fiscal Year 2022-2023 Budget for Police Department GOCCP Recruitment Grant was introduced by the City Council and read by the City Clerk on Monday, June 5, 2023.

5.2. Ordinance O-23-09 Amendment of Fiscal Year 2022-2023 for Administration 1st Reading

- Ordinance O-23-09 Amendment of Fiscal Year 2022-2023 for Administration for Salaries was introduced by the City Council and read by the City Clerk on Monday, June 5, 2023.

5.3 Emergency Ordinance O-23-10 To Extend the Fiscal Year 2022-2023 Budget

- Emergency Ordinance O-23-10 was introduced by the City Council and read by the City Clerk on Monday, June 5, 2023. The purpose of the Emergency Ordinance is due to the delay in the approval of the Fiscal Year 2023-2024 Budget to ensure that spending can continue for the next thirty days.
- Motion to Adopt Emergency Ordinance O-23-10 To Extend the Fiscal Year 2022-2023
- Motion by Gerald Raynor Sr, second by Donovan K Bilbro.
- Motion Carried
- Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Shireka McCarthy, James Wright Jr, Donovan K Bilbro
- Abstain: Kizzie Scott

6. UNFINISHED BUSINESS

6.1 Fiscal Year 2023-2024 Budget Discussion

- Council President McCarthy requested for the City Council to go over the budget document to decide when will go over the budget.

- Ms. Ojo stated that the major change in the budget was to move the Staff Assistant salary was moved to Administration with Overtime, and the professional development remains under the City Clerk since she will still operate as the Deputy City Clerk.
- Councilmember Love had inquired why the salary for the Staff Assistant salary was reduced under the Administration.
- Ms. Ojo stated that the salary remained the same amount of \$58,723.
- Council President McCarthy stated that the overtime, salaries, and COLA is the same cost center.
- Ms. Ojo stated that she will change the cost center to 5120 for Overtime.
- Councilmember Bilbro inquired of the budget that will allow the staff assistant to do her job such as paper, pens, and a program.
- Councilmember Bilbro stated that he wanted to know if there was a request for subscription services to allow the staff assistant and others to purchase a program to allow them to do their job would be funded. If it is not a \$10,000 request, then the city can afford it.
- Ms. Ojo stated that she had a spending moratorium on subscription, and Canva is being used and shared by Public Engagement.
- Council President McCarthy stated that the supplies and the Administration cost centers will need to be shared with the Staff Assistant.
- Ms. Ojo stated that this is about Canva, and the Public Engagement department has the program, and it is being shared with the Staff Assistant.
- Council President McCarthy stated that Smart Cities has not died, and this means that we need to be sharing information across departments.
- Ms. Ojo stated that she is under the Public Engagement Canva as a team member and the Staff Assistant now has access. It was her understanding that Ms. Johnson had begun the thirty-day trial with Canva, and wanted to continue the program, and this was shared with Ms. Johnson to continue with the program.
- Councilmember Raynor inquired of the purpose for moving the Staff Assistant from the City Clerk to Administration.
- City President McCarthy stated that it can be discussed in Closed Session.
- Council President McCarthy stated that budget ordinance will be added to the agenda for Monday, June 12, 2023, and the second reading to occur on Tuesday, June 20, 2023.
- Councilmember Love stated that she would like to have retirement included in the budget. This is the reason she has requested the Chief to be included in the meeting. As it is her understanding that something could have been done to make it better in this budget.

- Council President McCarthy stated retirement is included in the budget, and she feels that we can look at multiple retirement plans and program and the city can make an amendment to the budget. She does not want the city to grab the first program. The budget will not require additional money as retirement is included in the budget.
- Council President McCarthy stated that this is the budget document with the correction made to overtime cost center in Administration from 5100 to 5120 that will read on next week.
- The council will meet on Tuesday, June 20, 2023.

7. NEW BUSINESS

7.1 Approval of Staff Assistant Position Description

- The City Council recommended for the position description to be included in the Closed Session scheduled for tonight, Monday, June 5, 2023.
- The City Council requested the position salary to be changed and discussed during the closed session.
- The City Council had concerns about the salary listed in the position description.
- Ms. Lanham stated that the salary listed in the position description is the salary when the position was initially approved.
- Council President McCarthy stated that she is aware that the position description needs to be changed considering the position has been moved. The information that was provided regarding the duties was discussed in the Closed Session and the Human Resources Manager was not included in the meeting.

8. ANNOUNCEMENTS

8.1 Public Session, Monday, June 12, 2023, by Zoom Webinar at 7:00p.m., Meeting Link details are available on the city's website, Seat Pleasant, MD

8.2 Ward I Community Ward Walk, Friday, June 16, 2023, Shining Star Freewill Baptist Church, 5737 Martin Luther King Junior Hwy., Seat Pleasant, MD 20743 at 6:00p.m.

8.3 Regular Work Session, Monday, July 3, 2023, by Zoom Webinar at 6:00p.m., Meeting Link details are available on the city's website, Seat Pleasant, MD

8.4 Public Session, Monday, July 10, 2023, by Zoom Webinar at 7:00p.m., Meeting Link details are available on the city's website, Seat Pleasant, MD

8.5 Ward II Community Ward Walk, Thursday, July 13, 2023, Seat Pleasant Elementary School, 6411 G St., Seat Pleasant, MD at 6:00p.m.

9. ADJOURN

9.1 Adjourn and Logout-Motion to go into Closed Session under General Provisions Art. § 3-305(b) only: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Motion to go into Closed Session under General Provisions Art. § 3-305(b) only: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Motion by Hope Love, second by James Wright Jr.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Kizzie Scott, Shireka McCarthy, James Wright Jr

The council departed to the Closed Session at 8:49pm

The Council reconvened in the Regular Work Session at 12:18am

The City Council would like to schedule a Closed Session on June 12, 2023, at 6:00p.m.

8. ADJOURN

8.1 The meeting adjourned at 12:18am

Respectfully submitted,

DocuSigned by:
Dashaun N. Lanham
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Dashaun N. Lanham, MMC
City Clerk